

**City of Booker
Regular Council Meeting
September 8, 2025
6:30 PM**

Members Present: Mayor Stephen Skipper, Alderman Susie Wynn, Alderman Leslie Payne, Alderman Jeff Monk and Alderman Jana Compean.

Members Absent: Alderman Daisy Lira.

Staff Present: Guillermo Estrada – Public Works Manager; Karen Haddon – City Secretary; Lance Swan – Police Chief; Andrew Skipper – Fire Chief. Wayne Floyd – Police Officer was in attendance but left due to severe storms to go storm spot.

Others present for this meeting: Elena McMullin and Junnie McMullin.

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:34 pm September 8, 2025 in the City Council Room, 222 South Main, Booker, Texas by Mayor Skipper.

Opening:

Mayor Skipper opened the meeting with the Pledge of Allegiance and Alderman Wynn offered the invocation.

A. Review And Consider Approving The Minutes

Motion to approve the August 11, 2025 minutes by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

B. Consent Items – Review & Consider Approving: Accounts Payable & August Payroll; Incode Journal Entries Completed; Funds On Deposit, Interest Earned, CD List & Financial Statement; And The Gas Purchased/Sold Report

Motion to approve the consent items of Accounts Payable & August 2025 Payroll, Incode Journal Entries completed, Funds on Deposit, Interest Earned, CD List & Financial Statement, the Gas Purchased/Sold Report and additional bills in the amount of \$7,573.64 but to hold the included additional invoice from Myder Fire Support, LLC in the amount of \$7,455.55 until the correct pump test certificate is received and Andrew Skipper, Fire Chief will notify when it is received and then can pay that invoice by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

C. Citizens Comments

None.

D. Fire Department Report

Andrew Skipper, Fire Chief stated: a lot of rain will make for possible high fire fuel next year; have completed necessary truck repairs; need more volunteers.

E. Police Department Report

Chief Swan stated: working another case of theft of the elderly; working juvenile cases; attended the Texas Panhandle Peace Officer training in Amarillo last week and received great information, including a vendor that can save about \$1500 on tires for the vehicle; Jimmy Burt, Reserve Officer has been working and is working out well.

F. Review & Consider Approving Amending Fiscal Year 2024/2025 Budget

Motion to amend the Fiscal Year 2024/2025 Budget as presented by the City Secretary by Alderman Monk. Second by Alderman Payne. Vote 4 for. 0 opposed. Motion carried.

G. Review & Consider Approving Ordinance #357 Adopting Fiscal Year 2025/2026 Budget

Motion to approve Ordinance #357 Adopting Fiscal Year 2025/2026 Budget by Alderman Payne. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

H. Review & Consider Approving Ordinance #358 Setting The 2025 Tax Rate

I move that the 2025 property tax rate be adopted at the no new revenue tax rate of \$0.61051660; and, motion to approve Ordinance #358 Setting The 2025 Tax Rate by Alderman Compean. Second by Alderman Wynn. Vote 4 for. 0 opposed. Motion carried.

I. Review & Consider Approving Resolution Continuing Capital Improvements Program

Motion to approve the resolution continuing the Capital Improvements Program by Alderman Payne. Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried.

J. Review & Consider Approving Ordinance #359 Amending Utility Rates

Motion to approve Ordinance #359 Amending Utility Rates by Alderman Wynn. Second by Alderman Payne. Vote 4 for. 0 opposed. Motion carried.

K. Consider Approving BEDC Fiscal Year 2025/2026 Budget

Motion to approve the BEDC Fiscal Year 2025/2026 Budget by Alderman Compean. Second by Alderman Wynn. Vote 4 for. 0 opposed. Motion carried.

L. Review & Consider Approving Ordinance #356 Amendment To Add Enforcement And Invalidation

Guillermo explained that TCEQ returned the violation regarding the ordinance by Mayor Skipper that was approved as it did not have the required enforcement and invalidation sections. Motion to approve the Ordinance #356 Amendment To Add Enforcement And Invalidation by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

M. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: We started to read meters on the 22th and finished on the 26th then started to do rereads after wards as well as door knockers (closing the valves on the water meters of customers that did not pay their bill.) We had to change 3/4" water meter; we found that out after rechecking the readings by doing rereads. We collected and delivered 4 BOD and PH Samples from the middle stabilizing pond. We dug the 3/4" water tap that services VJ Rice's Garage. He had called to let us know that he was having low pressure issues. After pulling the water meter can from the ground and Tanner exposing their side of the line with shovels. He found out that his line was not the issue. That is when we decided to uncover our side of the line all the way back from the meter to the tap. After uncovering the tap we used a metal rod to poke the inside of the tap. After a few times a piece of rust dislodged from the inside of the tap thus allowing more water to flow and fixing the problem. After all that we covered the ditch line after resetting the meter can. We collected and sent 2 routine bacteriological water samples. We powered washed the radiator of the engine at well 4. Because Andres noticed it was overheating. As he was washing the radiator a lot of dirt came off from it. Washing the radiator helped with the overheating issue. We empty the small trash cans located on both sides of main St. (we try to do this weekly or as required.) We collected 3 soil samples from Wendell's land. They need to be collected from 3 different depths and areas each time; they are a yearly requirement of TCEQ state agency as stated in our Wastewater Permit. We serviced the Track loader. At the landfill dirt is still being hauled from the pit that Floyd's crew dug throughout the week to the working face of the current pit that is being filled to be used to cover up the weekly trash. We also removed the temporary chain link fence that was along the East side of the current trash pit. It was serving as a barrier to catch some of the trash that was constantly blowing out of the trash pit as the trash trucks unloaded the trash. We serviced the new Welder/generator and Andres made a couple of compartments on the front of the trailer to keep the leads separate and protected. We dug a grave for Mrs. Henton and covered it after the services. We pushed into a pile of tree limbs that were located at the Golf course west of the golf carts garage. After a couple of days, we went back and hauled off all the ashes to the landfill. We worked on scraping the grass and weeds between the fence and the edge of the grass, as well as edging the line of the outfield at Grace Park for it to be ready for the soft ball tournament. Also, at Robertson Park we had to replace the paper towel dispenser because someone pulled them off the wall. We trimmed the weeds on the new sidewalk at Hwy. 15. We installed the new ice maker. We continue mowing parks and water ways weather permitting. We still fogging for mosquitoes. We jetted a section of sewer line located between 3rd St. and 4th St. We cleaned alleys (Tree limbs, furniture and appliances, etc. etc.) We set up dumpsters on the intersection of 1st St, stands, and trash barrels along main St. as well as blocking the traffic for Fiesta Night. Afterwards we had to move dumpsters and stands to re-open traffic on Main Street. We had to make time had reclean and prepare some of the streets again because the sealing of the streets did not go as planned because of equipment malfunction and rain. After some of the rain we had some areas that had dried up mud. So, we had to scrape off the street. And we also had to sweet the areas again. We started to reinstall gas line warning signs that were along the south side of HWY 15. At the intersection of most of the alleys. We did line locates again for the highway department because all the signs on highway 15 are going to be replaced. We also did line located for other projects that people are working on. Also new PTCI fiber optic installation. As well as the regular on-going Service orders of Water and Gas utilities turn on and Offs.

City Secretary August 2025 Report: Payroll, bi-monthly. Department of Treasury 941 taxes online reporting of payroll. Texas Municipal Retirement System online reporting, balanced payroll with the online system total and processed ach payment. Texas Health Benefits Pool printed monthly statement, balanced and mailed payment. Aflac printed monthly statement, balanced and mailed payment. Printed General Fund and Utility Fund CIP checks; completed deposits to the GF CIP account and the UF CIP account; complete Incode journal entries for the deposits; and enter into the ledgers for the accounts. Coded accounts payable invoices throughout the month as invoices are received and put in folder for preparation of accounts payables. Any invoices that are due when received are coded and manual checks are completed weekly. Completed Incode journal entries as needed for accounts. Printed interest bearing bank statements and entered Incode journal entries. Printed the Incode financial statement for July 2025 for approval. Updated and printed the Funds on Deposit report for the Council books. Updated and printed the Certificate of Deposit report for the Council books. Updated and printed the Interest Earned report for the Council books. Copied & calculated the accounts payable before & after and the payroll for the Council books. Copied the journal entries for the Council books. Printed the Incode payroll overtime report and payroll history report for Council books. Completed City Secretary monthly report for Council books. Prepared the Council Regular and Budget Workshop meeting agendas, posted agendas as required and provided information for the agenda items as well as other information as requested. Assist with preparation of Council books to be delivered. Emailed agenda to KXDJ Radio and others as requested. Set up for Council meeting. Transferred Council meeting recording from the recorder to the meeting recording flash drive. Typed minutes from the Council meeting and filed all information from the meeting. Type, print & posted the Notice of Meeting to Vote on Tax Rate. Made an excel spreadsheet with the history of the West Texas Gas contracted amounts. Began working on the Fiscal Year 2025-2026 Budget book, forms and spreadsheet. Completed the monthly FirstBank Southwest bank statement reconciliations for all accounts. Check employee timesheets for missed clock in/out and correct as needed. Complete the US Bureau of Labor Statistics online reporting monthly. Answer phone calls and assist customers and vendors as needed. Cover desk at customer entrance and assist customers with utility payments and tag renewals as needed. Prepared invoice for Booker Golf, updated balance spreadsheet with invoice. Received FBSW certificate of deposit renewal notifications, calculated interest earned and made copy for end of month journal entries and ledger updates. Renewed the ad for the City Manager. Completed manual checks for the cemetery mowing as needed. Continued training and working with Municipal Impact on website. Have added folders and information that pertains to the City of Booker and the community on the site bookertx.net. Will continue to add agendas, minutes and financial information. If you have any suggestions or corrections to what is on the site, please let me know. Re-printed utility bill for MSJ Investments as did not get bill and emailed to Reyla; also call from Juana with Booker ISD to re-print and email utility bill. Call with Incode on entering deferred ticket in system and how to adjust the payment and status. Completed the Court Deposit for payment. Worked with Marie of the Texas Department of Health to use the community building for a vaccination clinic before school starts on August 5, 2025. Call from Reola Smith regarding skunk and requesting trap. Ordered flags for veteran graves at cemetery for Randy Redman. Dog complaints filed, fines entered and letters sent to Daniel Fabian and Vivian Burt.

Working with HankinsEastup auditors, Juan Santana and Kerri Rogers, uploading requested information for the audit review to begin. Have uploaded all information through June 30, 2025 and specific information they have requested, which will help with getting the audit completed in a timely manner. Scheduled the 3rd quarter random drug & alcohol testing for the DOT & NON DOT. Tests were completed August 18. The Incode migration was completed by Tyler Tech & A Tech 4 U on August 19, 2025. Completed the Texas Health Benefits Pool open enrollment online for employees. Attended the Texas Economic Development Corporation bi-annual required Sales Tax Workshop in Lubbock. Completed the SAM (System Award Management) annual renewal. Assisted the Administrative Assistant with the entry of tickets and the certified letters to mail to the violators. Completed and mailed letter to BEDC members of meeting scheduled and included a copy of the agenda. Completed the annual BEDC check to the City of Booker General Fund for the reimbursement of salary and expenses. Completed the GF deposit and journal entry. Checked all BEDC loans for payments and due dates. General Fund transfer \$4,300.00 to Purchasing account for purchase of ice machine and Adobe Acrobat Pro (for website ADA compliant documents). The next regular meeting will be held on Monday, October 13, 2025.

Mayor Skipper stated the shops are being cleaned up and organized and are looking better.

Guillermo stated that Reed Parvin called and said the hydromulch at the Grace & Kiowa fields will need to be done this week as this is better weather for the seeding.

N. Mayor Update Regarding City Manager and Police Officer Search/Applications
Mayor Skipper stated he had no applicants.

O. Executive Session Under Section 551.074 Of The Local Government Code – Personnel Matters

Mayor Skipper stated they needed a motion to go to executive session. Motion to convene to executive session per Executive Session under Section 551.074 of the Local Government Code – Personnel Matters at 6:36 pm by Alderman Monk. Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried. Council reconvened from executive session at 7:00 pm with no further action taken.

P. Old Business

None.

Q. Adjournment

Motion to adjourn the meeting by Alderman Monk. Second by Alderman Payne. Vote 4 for. 0 opposed. Motion carried.

Meeting adjourned.

/s/Stephen Skipper

Stephen Skipper, Mayor

/s/Elena McMullin

Elena McMullin, City Secretary